

## Studio and Production Intern



(For a large print version please see pages 4-8)

Expected start date: 3 October 2022

### About the role

Have you ever wanted to work on a film shoot? Test a mobile game? Or work with artists?

Blast Theory is a company that makes interactive art: we turn websites and mobile apps into thrilling entertainment experiences; create feature films where actors and stories respond to you in real time; design events where your phone guides you on real-life adventures through the city; and make mobile games that invite you to reimagine yourself and your future.

We're looking for a **Studio and Production Intern** to work with the friendly Blast Theory artists and team. As part of the role you will learn new skills in office administration; production; marketing and communications; events support; and video editing.

We're looking for someone with an interest in working with an artist group, and an enthusiasm for learning. You don't need any professional experience, and you don't need to have a degree or formal training. But if you're curious about Blast Theory's work, and want to learn new skills, we'd love to hear from you.

As Studio and Production Intern you'll be working in some of the following areas:

# BLAST THEORY

Unit 5, 20 Wellington Road, Portslade, Brighton BN41 1DN tel & fax: 00 44(0)1273 413 455 info@blasttheory.co.uk www.blasttheory.co.uk

- Administration
- Creative research and development
- Testing and preparing equipment
- Artwork production and artistic support
- Studio and events support
- Marketing and communications

We will adapt the role according to your interests and experience - so please apply even if you're not 100% sure what some of the above things mean, or if you don't 'tick all the boxes' in the Job Description below.

We're a friendly team of nine people, working closely together to deliver projects. We'll offer support throughout your time with us: including mentoring sessions to give careers guidance and practical advice with things like CVs and job applications; a full induction to get to know the studios, the team and the projects we're working on; and helping you to learn new skills like editing and video production. If you're working on your own creative projects, we'll also support you in developing your ideas.

## Workplace, pay and hours

The Studio and Production Intern role is full-time for 4 months, working 35 hours (5 days) per week (Monday to Friday). This internship is 4 months and will start on Monday the 3<sup>rd</sup> of October and end on the 27<sup>th</sup> of January. Our office hours are 10am - 6pm with a lunch break between 1pm and 2pm. You'll be based at our studios in Portslade. You'll be paid the Real Living Wage (£9.90 per hour).

You may occasionally need to work evenings and weekends. You may also need to travel for the role (nationally and internationally).

The studios are a warm, welcoming and creative place. Even when everyone's very busy, we all have lunch together between 1pm and 2pm. We also have two studio dogs: Greta, who can be described as over-friendly.

Company Manager Dan Lamont will be your line manager. He is there to get you settled at the studios, introduce you to your tasks, and to support your professional development and training.

## About Blast Theory

Blast Theory creates interactive art to explore social and political questions, placing audience members at the centre of our work. Founded in 1991 and led by artists Matt Adams, Ju Row Farr and Nick Tandavanitj, Blast Theory is a registered charity based in Portslade. Blast Theory's work takes many forms, from performances and games to museum installations, films and apps.

We go to unexpected places to make our work accessible to everyone: from pubs, canals and abandoned warehouses to libraries and museums. Blast Theory's work has been shown around the world from the Sundance Film Festival to the Venice Biennale and the artists have been nominated for four BAFTAs.

We've supported many young people (as volunteers, interns and mentees) to develop their careers, building confidence and skills. Many of the people we've worked with have gone on to successful careers in the arts, games and other industries.

"Every day I felt unconditional support, reassuring encouragement, and willingness to accommodate my needs and talents in the best possible way" - Violeta Marchenkova, Blast Theory Intern in 2018

## About you

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You'll be at least 18 years old, and eager to expand your skills and learn about working in an artists company. You can be at any stage in your career, and have a variety of interests. You don't need to know exactly what career you want to pursue.

If you're a person of colour, have a disability (including 'invisible' disabilities such as dyslexia or autism), or are from a lower socioeconomic background, we encourage you to apply. You can make an application in an alternative format if you wish, please see the 'How to apply' section below for details.

Below is a list of **desirable skills and experience** that we look for in applicants. We say 'desirable' because we do not expect you to have experience in every one of these areas. **The main thing we're looking for is an interest in working with Blast Theory, a commitment to working hard and an enthusiasm to learn new skills.** So even if you don't 'tick all the boxes', please do apply. We'll support you to make the most of this opportunity.

- Previous experience **working with a team**
- Previous experience with **administration**, for example answering phones, managing the diary and sending emails
- Previous experience with **research**, for example online research to buy or rent something
- Basic **computer skills** and use of Microsoft Office (Excel, Word)
- Previous experience working on **creative or tech projects**: for example you may have created artwork or worked with others on an art or tech project
- Experience of using **social media channels** (Twitter, Facebook, Instagram)
- Experience of using **photo or video editing tools** like Photoshop and Premiere Pro
- Experience of **graphic design** using tools like InDesign or Illustrator

## Equal opportunities

We're an equal opportunities employer and encourage applications from people who are less represented in our sector: particularly people of colour, those with disabilities (including 'invisible' disabilities such as dyslexia or autism), and people from lower socioeconomic backgrounds.

While we recognise that there may be some restrictions that apply to specific disabilities, we'll try our best to make reasonable adaptations to accommodate your needs. If you have access needs, please use the Reference and Disclosure Form to give as much detail as you can so we can make your interview/time with us as comfortable as possible.

## How to apply

Please fill in the application survey, which can be found here: <https://www.surveymonkey.co.uk/r/72ZMBF8>

**You will be asked to complete the following:**

### Part 1 - Online - About You

A few simple questions including your name, email address and phone number in the online form.

Upload a recent copy of your CV. This should be 2 pages max.

Please answer all questions as fully as you can.

### Part 2 - Online, Video or Audio

Please answer the following questions in a written form **or** in a video or audio recording. If making application by phone suits you better, please contact info@blasttheory.co.uk.

**1. Tell us a couple of reasons why you would like to intern with Blast Theory.**

**2. Why would you benefit from a paid internship?**

**3. How would you describe your current skills?**

**4. What skills and experience are you hoping to get out of the internship?**

### **Applying with a video or audio file**

You can record the video or audio on your phone: we are not expecting snazzy production values. Your video or audio file can be up to 5 minutes long. Start your application by filling in the online survey about you and submit your video or audio file after.

### Part 3 - Online

1. Please complete the [Reference and Disclosure form](#)
2. Please complete the [Equal Opportunities Monitoring form](#)

**Please fill in your online application by 10am on Monday 19 September 2022**

After the deadline, we will make a selection (a 'shortlist') from the applications we receive. We'll invite shortlisted candidates for an informal interview. The interview will take place at our studios in Portslade. We will pay for your travel costs within reason.

If you're invited to interview, we will explain everything you need to know in an email.

## Studio and Production Intern Job Description

**Job title:** Studio and Production Intern

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**Reports to:** Dan Lamont, Company Manager

**Location:** 20 Wellington Road, Portslade, Brighton, BN41 1DN

**Pay:** Real Living Wage (£9.90 per hour)

**Hours:** The Studio and Production Intern role is full-time, working 35 hours (5 days) per week (Monday to Friday). This internship is 4 months and will start on Monday the 3<sup>rd</sup> of October and end on the 27<sup>th</sup> of January. Blast Theory's hours are 10am-6pm with an hour for lunch (1pm-2pm). This is a fixed-term contract for four months.

You may occasionally need to work evenings and weekends. You may also need to travel for the role (nationally and internationally).

## Responsibilities

The Studio and Production Intern supports the Blast Theory artists and team to deliver projects, from films, apps and games to museum installations and performances.

The Studio and Production Intern main responsibilities are below. We will train you in anything you are not familiar with, and we will also review the Job Description depending on your experience and interests.

- **Administration**, including greeting visitors to the studios; answering calls and emails; taking minutes; filing documents; and gathering information for reports.
- **Creative research and development**, including online research for buying or renting equipment, locations and services.
- **Testing and preparing equipment and artworks**, for example checking smartphone apps or websites.
- **Supporting the Communications Manager**, for example gathering statistics; scheduling social media posts; video and photo editing; and helping with Google Ads.
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